



Toppesfield Parish Council

Chair Kitty Bourlet

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<https://e-voice.org.uk/toppesfield-parish-council>

To: Members of Toppesfield Parish Council

You are hereby summoned to attend the Parish Council meeting of Toppesfield Parish Council to be held on **Thursday 9th January 2025 at 7.30pm at Toppesfield Village Hall**, for the purpose of transacting the business according to the below agenda.

Kaaren Berry

Kaaren Berry
Clerk to Toppesfield Parish Council
3rd January 2025

AGENDA

25/1. Attendance and Apologies for absence

25/1.1 To accept apologies from members of the council

25/2. Declaration of Members' interests in agenda items

[Members of the Council are subject to the Local Authorities (Model Code of Conduct) Order 2007(SI. 2007/1159) (The Revised Code) with the additional non-mandatory section 12(2).]

25/3. Open Session – opportunity for members of the Parish to address the Parish Council.

25/4. To approve and sign the minutes of the Toppesfield Parish Council Meeting held on 5th December 2024

25/5. Matters Arising not on the agenda – for report only

25/6. Actions from previous meeting:

25/6.1 Cllr Bourlet to follow up with Alan Collard regarding funding for digitalising historic records.

25/6.2 Cllrs Bourlet, Winter to arrange and meet with a third representatives regarding possibilities for the playing field.

25/6.3 Cllr Bourlet to research funding for the playing field project.

25/6.4 Cllr Bourlet to report back to the playing field group with response from the Cricket Club representative regarding boundaries for the cricket pitch.

25/6.5 Cllr Graves to make further enquiries regarding the location of the Gainsford End Gate sign and contact Braintree District Council to see who provides the village gates should a new one be required.

25/6.6 Cllr Graves to contact Cllr Peter Schwier regarding further funding for the tree project.

25/6.7 Clerk to seek quotes for an internal auditor.

25/7. Internal Practices and management for the Parish Council:

25/7.1 Neighbourhood Plan update.

25/7.2 Wethersfield Airfield and Asylum centre verbal update to be received.

25/7.3 Tree planting project – verbal update to be given by Cllr Graves to determine actions to progress the project.

25/7.4 Christmas Event – Feedback and suggestions for the next Christmas event.

25/7.5 Parish Council Strategy document – determine actions to progress

25/7.6 Coffee Morning 8th February 2025 – determine actions for the event.

25/7.7 Date for Annual Parish meeting for 2025 to be agreed.

25/7.8 Compile a list of events for the coming year where council representation is required – suggestions to be passed to the Clerk.

25/8. Correspondence Received:

25/8.1 EALC Legal & County Updates, Essex County Council Highways Highlights, RCCE Essex Warbler – circulated to all Councillors prior to meeting.

25/8.2 Braintree District Council Call for sites – additional site submitted. As with the previously notified sites, this site will now be subject to assessment by officers who will consider suitability for future development. Once the assessment process has been completed, sites will be considered by the Local Plan Sub Committee in spring 2025. Formal public consultation on the sites will then be carried out. Additional site:

Ref	Proposed Use	Site Address
TOPP2426	Housing/Affordable Housing	Land West of the Causeway Toppesfield

Comments from the Parish Council in relation to this site to be submitted by mid-January.

25/8.3 Government Consultation: 'Strengthening The Standards and Conduct Framework For Local Authorities in England' Society of Local Council Clerks will be making a response to this consultation by the deadline of 26 February 2025. Any members of SLCC who want to comment or provide information in support of their response should email comments by 12 February 2025. (Document forwarded to Councillors for review prior to the meeting).

25/9. Financial Accounts:

25/9.1 To receive the Clerk's Report indicating receipts and payments requiring approval.

25/9.2 Budget for 2025/2026 to be reviewed, amended as appropriate and approved (Clerk)

25/9.3 Quotes for the appointment of Internal Auditor to be considered and appointment offered (Clerk)

25/10 Highways:

25/10.1 Missing or damage signs at Quys Farm Lane and Stumps Cross, Great Yeldham Road have been reported. Reference numbers 2955055 and 2955054.

25/10.2 Clearing of leaves and branches on the access road between the Church and the School.

25/11. Planning:

Application No:	Description	Address	Action
24/02587/PLD	Application for Certificate of Lawfulness for a proposed developments -Single storey side extension	Bradfields Cottage Harrow Hill Toppesfield CO9 4LX	For Information only as there is no statutory consultation requirement associated with this type of application.

25/12. Communications:

25/13. Information exchange / Items for the next agenda

25/14. Date of the next meeting:

The next Parish Council Meeting is scheduled to be held on 6th February 2025 at 7.30pm at Toppesfield Village Hall.

25/15. Close